

# GETTING STARTED WITH CHARACTERIZED

## FOR COUNSELORS

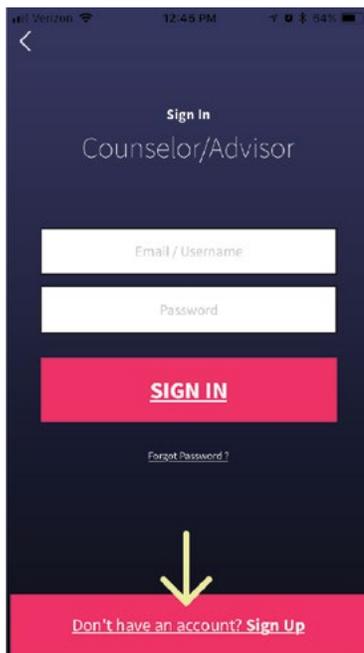
Characterized is an app for school counselors, parents, and students. It was designed as a tool for counselors to use to help students track and improve various areas of their lives through self-assessments, reminders, and challenges.

---

### STEP 1

#### Getting started with your account

Create a counselor account, or sign in if you already have an existing account.



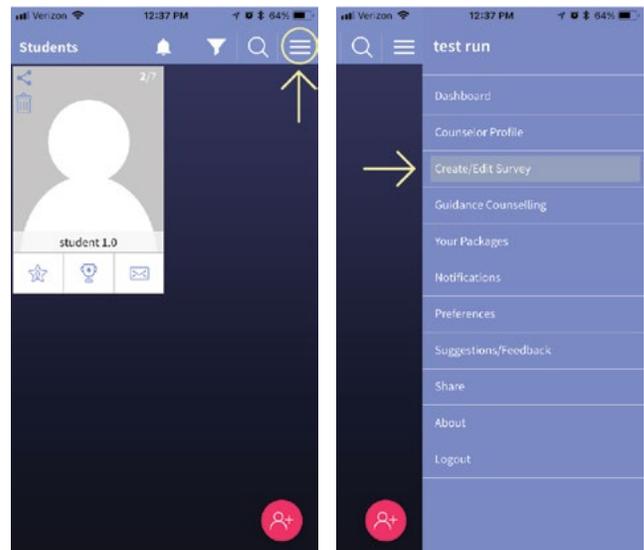
### STEP 2

#### Creating Guidance Surveys and Homework Surveys

**A.** Create any guidance surveys or homework surveys (homework) you would like to use to help your students. Click on the drop-down menu in the uppermost right hand corner and click Create/Edit Survey.

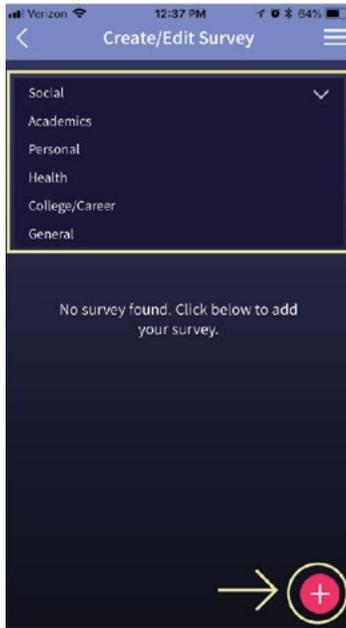
There are 4 preloaded guidance surveys to start with if you do not want to customize your own guidance surveys.

*\*Note:* You can also skip the guidance surveys and only create homework you would like to distribute if you would like.

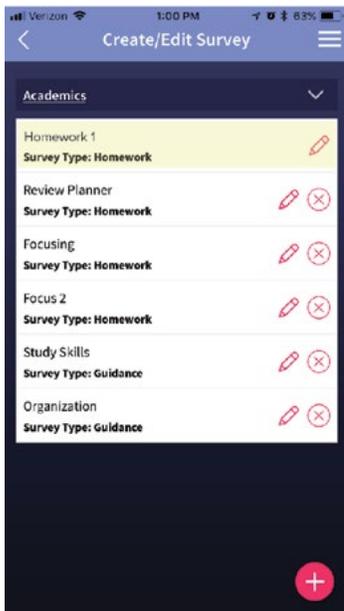


**B.** Expand the drop down menu to see all the categories for surveys. Select your desired category.

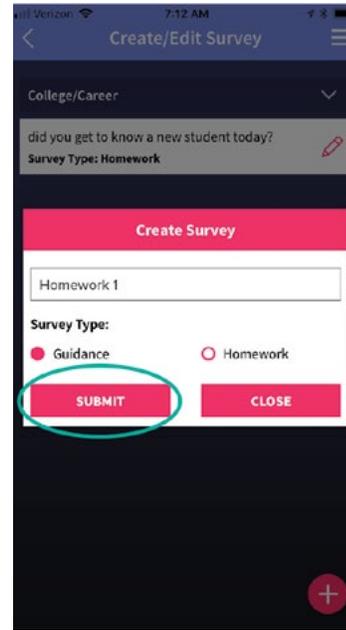
Once your category is selected, add the survey by clicking the “+” in the pink circle.



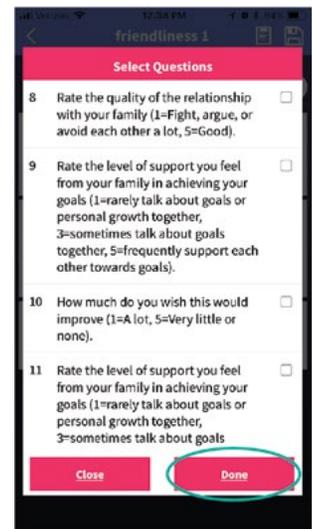
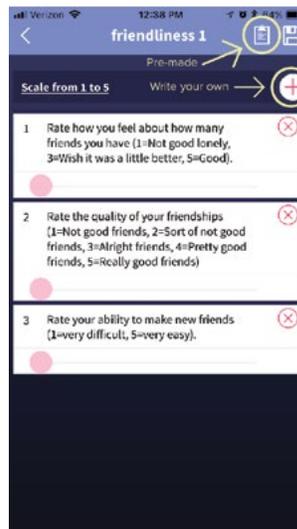
**D.** Click on the survey you just created to add questions.



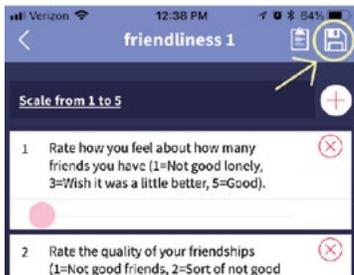
**C.** Create a title and select a survey type (Guidance or Homework). Click submit to create your survey.



**E.** From this point, you can either write your own questions by clicking the red “+”, OR browse pre-made questions by clicking the clipboard in the top right-hand corner. Click “Done” when you are finished selecting questions.



**F. --- Important! ---** Don't forget to save your survey questions by clicking the hard drive icon in the right hand corner.



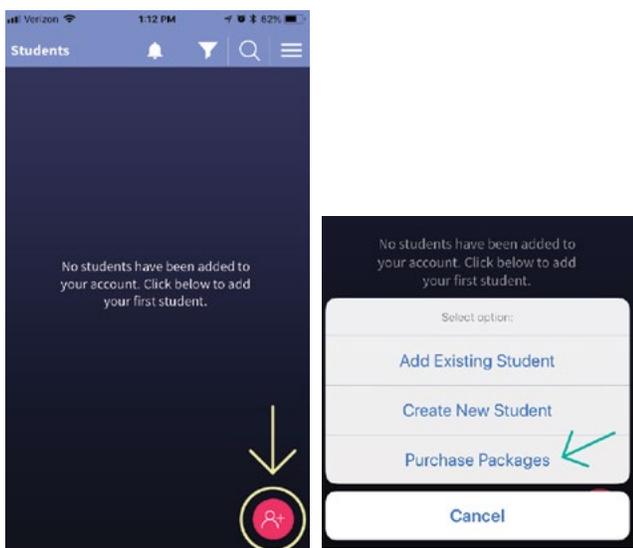
## STEP 3

### Adding students to your account

Select how many students you would like to work with using CHARACTERIZED.

Click the pink icon in the bottom right corner and select an option to add students.

The app allows a counselor to create 3 new students for free. After that, the counselor must purchase a package to add additional students.

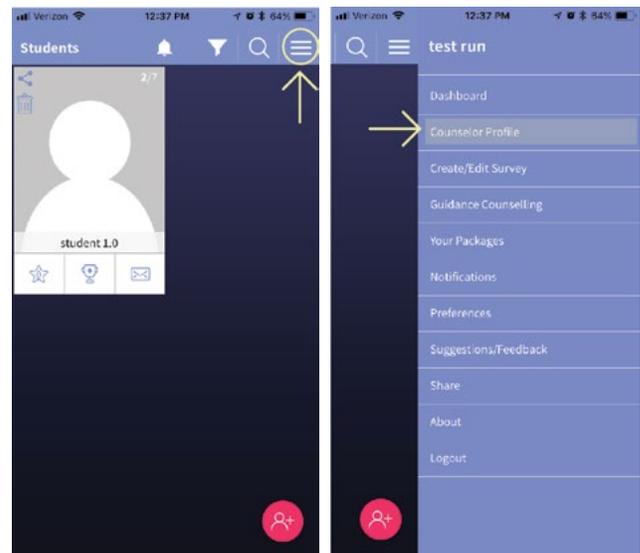


## STEP 4

### Giving students access to your account

**A.** Get parent permission for students to use the "CHARACTERIZED" counseling app. The form can be found on the main website at <https://characterizedapp.com/>.

**B.** Find and copy your counselor code. (This code will allow students to have access to your surveys)



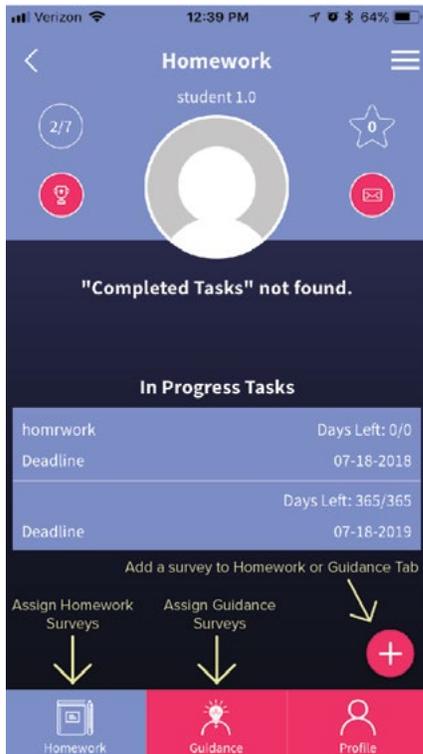
Phone	
Email	testrun@gmail.com
Counselor Code	493816
No. of Added User	1
Maximum Available User	3

**C.** Distribute the code to students to sign up and take your surveys. The form for distributing students' codes can be found on the main website at <https://characterizedapp.com/>.

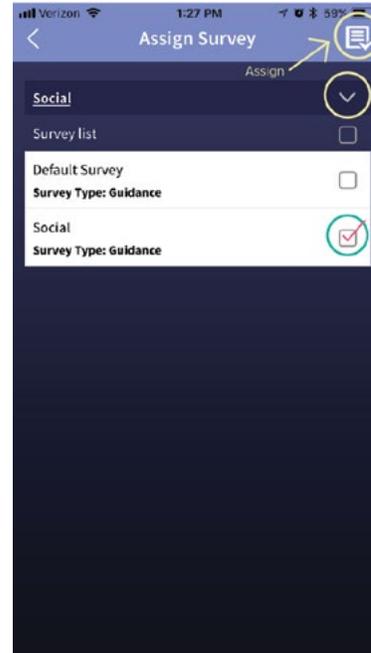
## STEP 5

### Assigning surveys and setting goals

**A.** Click on the student you want to work with. The homework tab allows you to assign homework surveys, the guidance tab allows you to assign guidance surveys.



**B.** Example: To assign a homework survey, click on the homework tab and click on the red “+” sign. Then select the category (1) and survey you wish to assign (2). Click the icon in the top right hand corner to assign the survey to the student (3). Repeat the process for Guidance surveys.



3 - Assign survey

1 - Select category

2 - Select survey